



**Asia Pacific College**  
**STUDENT ORGANIZATION ASSOCIATION OF REGENTS**  
**Constitution & By-Laws**  
3 Humabon Place Magallanes, Makati City



**CONSTITUTION AND BY-LAWS**

We, the members of SOAR, to fully realize our purpose and goals, do hereby adopt and establish this constitution as the guiding instrument for our organization.

**Article I**  
**Name and Purpose**

**SECTION 1. Name:** The organization shall be known as the Student Organization Association of Regents (SOAR).

**SECTION 2. Official Seal:**



**2.1 Symbolism**

**2.1.1 Wings**

2.1.1.1 It symbolizes the literal meaning of SOAR which means 'fly high'. The Student Organization Association of Regents aims to develop potential leaders through exposing them to different activities, trainings, and teambuilding inside and outside APC. It aims to develop leaders to aim high in developing their skills that can help them achieve their individual goals.

**2.1.2 Laurel**

2.1.2.1 Symbolizes learning and success. It signifies that the Student Organization Association of Regents aims to develop leaders through learning and showing how a potential leader can reach success.



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### 2.1.3 APC logo

2.1.3.1 It symbolizes unity, coordination and cooperation that aims to develop connection between the students and the school.

**SECTION 3. Mission and Vision:** The organization shall stick to its guiding mission and vision which is outlined in the statements below.

**3.1 Mission:** SOAR is an organization that promotes collaboration between and among student organizations in the Asia Pacific College. It aims to develop the leadership skills and other such relevant skills of all the student leaders of the APC Community.

**3.2 Vision:** SOAR seeks to instill the value of collaborative interaction and cooperation between and among the student organizations.

**SECTION 4. Specific Purpose of the Organization:** SOAR is a socio-civic organization that is comprised of SOAR Representatives from each student organization (accredited/recognized) in Asia Pacific College. In order to fully realize their potentials, SOAR is made into an avenue for cooperation and discourse between and among these different organizations so as to develop their different skillsets through the synergy that can be derived from this interaction.

Specifically, this organization is built for the following purposes:

- 4.1 To foster a venue for discourse and to be more involved in the Student Organization activities inside and outside of the campus.
- 4.2 To serve as a support group for other organizations in their respective activities.
- 4.3 To participate in socio-civic activities inside and outside of the campus.
- 4.4 To enhance the student leaders' leadership skills and capabilities.
- 4.5 To develop a framework of cooperation between and among student leaders and/or student organizations.
- 4.6 To serve not only the student's organization but also the APC Community.

## **Article II** **Membership**

**SECTION 1. Eligibility:** Membership in the organization is automatic and is exclusive for all SOAR Representatives of all the Student Organizations in the Asia Pacific College.

### **SECTION 2. Qualifications for Membership**

2.1 A bonafide student of Asia Pacific College.



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- 2.2 Shall be elected or appointed as the SOAR Representative of the organization.
- 2.3 Preferably (not required) the Vice-President of the organization.
- 2.4 Shall have at least one (1) year experience of officership.
- 2.5 If newly recognized organization, the officer next in line to the President shall be the SOAR Representative of the organization.

**SECTION 3. Dues:** No payment of any kind shall be collected from the student who applies for the organization and no form of membership fee shall exist at the entire run of the organization.

**SECTION 4. Members' responsibility:** Each member is expected to be responsible enough to perform the tasks outlined below.

- 4.1 Abide by the constitution, bylaws and principles of SOAR.
- 4.2 Conduct her/himself in a manner that upholds the honor and dignity of the organization.
- 4.3 Attend seminars, trainings and other activities of the organization.

**Article III**  
**Scheduled Activities**

**Section 1. Meetings:** The officers have the sole discretion to conduct executive and general assembly meetings at a time they see fit. This schedule shall take into account the schedules of the participating members and/or officers and as much as possible avoid any conflicts given such schedules.

**1.1 Executive Board of Officer's Meeting**

- 1.1.1 The Executive Board of Officers shall conduct a meeting once per week in order to review the productivity of the organization.
- 1.1.2 The Secretary shall make sure to write down the Minutes of the Meeting, signed by the Secretary and the presiding officer.

**1.2 SOAR Meeting**

- 1.2.1 Meeting with the whole SOAR Representatives of the organization shall be done at least once (1) a month.
- 1.2.2 If a SOAR Representative fails to comply with the meeting, he/she may send a representative from their organization.

**Section 2. Seminars and Workshops:** The seminar and workshops will be a venue towards working with other organizations within and outside the college. Conducting such activities shall be governed by the rules and regulations of SAO, APC SOAR and Asia Pacific College.



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## 2.1 Internal

### 2.1.1 Student Forum

- 2.1.1.1 Student Forum shall be done once (1) every Term.
- 2.1.1.2 Schedule for the Student Forum will be decided by the Executive Board of Officers and the Adviser
- 2.1.1.3 Shall be done within the vicinity of Asia Pacific College

### 2.1.2 Leadership Training & Teambuilding

- 2.1.2.1 SOAR shall conduct a leadership training at least once per academic year for the student's organization
- 2.1.2.2 Shall be done inside the vicinity of Asia Pacific College
- 2.1.2.3 Schedule for the Leadership Training will be decided by the Executive Board of Officers and Adviser

### 2.1.3 Organization Fair

- 2.1.3.1 SOAR shall conduct an Organization Fair every First term of the Academic Year.
- 2.1.3.2 Shall be for one whole week.
- 2.1.3.3 Shedule for Organization Fair will be decided by the Executive Board of Officers and Adviser
- 2.1.3.4 Shall be done within the vicinity of Asia Pacific College

## 2.2 External

### 2.2.1 Leadership Teambuilding/ Convention

- 2.2.1.1 Shall have an approval of the Director for Student Affairs
- 2.2.1.2 Shall always be for the benefit of the organization's members and officers

### 4.6.1 Outreach Program

- 4.6.1.1 Shall have an approval of the Adviser and the Director for Student Affairs
- 4.6.1.2 Should coordinate with CSO for the Outreach Program
- 4.6.1.3 Shall be done at least once for the whole academic year.



**Article IV**  
**Executive Board and Officers**

**Section 1. Definition:** The executive board is the main policy-making and decision-making body of the organization.

**Section 2. Composition:** The executive board is composed of the officers of the organization namely the President, Vice President, Secretary, Finance Officer, Assistant Finance Officer, Public Relations Officer, Logistics Officer, Education and Research Officer, Documentation Officer, Creative and Production Officer and the Marketing Officer.

**Section 3. Term:** The officers of the organization have a term of 1 year but may be ousted from the position should he/she be proven to be unfit to lead.

**Section 4. Qualifications:**

1. Shall have no major disciplinary offense.
2. Shall have no grade of 0.0 from first year to present.
3. Shall only have a maximum of 2 Rs (repeat) for the current and incoming academic year.

**Section 5. Selection of Officers:** The Officers of the organization shall be elected by the members of SOAR. Venue, date and other details for the elections shall be set forth by the incumbent officers of SOAR.

**5.1 Requirement for Candidacy**

- 5.1.1 Two copies of 2\*2 I.D. picture
- 5.1.2 Signed Certificate of Candidacy
- 5.1.3 Copy of grades for the Current Academic Year
- 5.1.4 Endorsement Letter from the Adviser and Disciplinary Office

**5.2 Process of Election**

- 5.2.1 Requirements listed under Section 5.1 shall be complete
- 5.2.2 Deliberation of Candidates shall be done by the incumbent officers
- 5.2.3 Election will be done after the deliberation
- 5.2.4 Nomination will be done only if for special cases.
  - 5.2.4.1 No candidate runs for a certain position
- 5.2.5 Announcement will be done after the Election

**SECTION 6. Oath taking of the newly elected Executive Board of Officers**

- 6.1 Oath taking shall be done within the vicinity of Asia Pacific College
- 6.2 Newly Elected Officers shall be present with the Board of Consultants and Adviser
- 6.3 The Oath taking shall be scheduled during the first month of the Academic Year.



**SECTION 7. Functions and Duties: The following are the functions of each officer:**

**7.1 President**

- 7.1.1 Shall be the head of the organization.
- 7.1.2 Shall preside over meetings and enforces all laws of the organization and carries out its mission and vision.
- 7.1.3 Shall collaborate with organizations inside and outside the school.
- 7.1.4 Shall countersign every formal letter to be endorsed to the school officials or other offices.
- 7.1.5 Shall perform other such duties inherent to his/her position.

**7.2 Vice President**

- 7.2.1 Shall assists the President in its different functions.
- 7.2.2 Shall serve as the officer-in-charge should the President be absent from any meetings and/or activities.
- 7.2.3 Shall perform other duties inherent to his/her position.

**7.3 Secretary:**

- 7.3.1 Shall be in charge of the all records of the organization including the sign-up sheets, information sheets, activity proposal, etc.
- 7.3.2 Shall record the minutes of the meeting.
- 7.3.3 Shall keep track of every activity that the organization has.
- 7.3.4 Shall monitor the overall attendance of the organization.

**7.4 Finance Officer:**

- 7.4.1 Shall prepare the financial statements, budget reports and other such documents pertaining to the funds of the organization.
- 7.4.2 Shall have the responsibility to make the cash advance and reimbursement requests.
- 7.4.3 Shall perform other duties inherent to his/her position.

**7.5 Assistant Finance Officer:**

- 7.5.1 Shall assist the Finance Officer in the preparation of reports and statements.
- 7.5.2 Shall keep accurate and up-to-date records of every transaction entered upon.

**7.6 Public Relations Officer**

- 7.6.1 Shall be In-charge of the communications to other partner organizations.
- 7.6.2 Shall look for potential sponsors for any organizational event or activity.



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- 7.6.3 Shall be responsible for informing the President about the activities that are happening inside and outside the school.
- 7.6.4 Shall perform other duties inherent to his/her position

**7.7 Logistics Officer:**

- 7.7.1 Shall be In-charge of logistical concerns in every activity.
- 7.7.2 Shall perform other duties inherent to his/her position

**7.8 Education and Research Officer:**

- 7.8.1 Shall be In-charge of the development of ideas and concepts for the organization which may stem from the previous efforts made by the organization in its previous activities.
- 7.8.2 Shall perform other duties inherent to his/her position

**7.9 Documentation Officer:**

- 7.9.1 Shall be In-charge of documenting the events and/or activities of the organization and prepares the narrative reports.
- 7.9.2 Shall perform other duties inherent to his/her position.

**7.10 Marketing Officer:**

- 7.10.1 Shall be In-charge of the promotion of activities for the organization.
- 7.10.2 Shall perform other duties inherent to his/her position.

**7.11 Creative Officer:**

- 7.11.1 Shall be in-charge of the collaterals of the activities of the organization
- 7.11.2 Shall perform other duties inherent to his/her position

**SECTION 8. Committees:** Committees may be formed should they be deemed necessary by the Executive Board.

**8.1 Logistics Committee**

- 8.1.1 Shall help the Logistics Officer in other logistical concerns of the event and activities conducted by SOAR

**8.2 Documentation Committee**

- 8.2.1 Shall help the Documentation Officer in documenting the event and activities conducted by SOAR





### 8.3 Creatives Committee

- 8.3.1 Shall help the Creatives Officer and may do the collaterals for the organization's event and activities.

### 8.4 Public Relations Committee

- 8.4.1 Shall help the Public Relations officer to look for potential sponsors
- 8.4.2 Shall do the publication report of the event and activities of the organization with the help of the Public Relations Officer.

### 8.5 Marketing Committee

- 8.5.1 Shall help the Marketing Officer with his/her duties.

## **Article V** **Board of Consultants**

**Section 1. Definition:** To further enhance the capabilities and efficiency of the organization, a board of consultants is put into place. These are former SOAR officers who wish to take part in the different activities of SOAR. Consultants are not officers of the organization and do not possess any decision-making powers.

**Section 2. Composition:** The board of consultants is composed of a head consultant and its member consultants. The head consultant shall preside over the meetings of the board of consultants.

**Section 3. Purpose:** Each consultant can suggest ideas and concepts to the incumbent SOAR officers, but their suggestion shall only be interpreted as guides and/or advice and not as decisions.

The performance of the Executive Board of Officers shall be reviewed by the Board of Consultants.

### **Section 4. Meetings:**

- 4.1 There shall be two (2) representatives from the Board of Consultant who will be joining the meeting of the Executive Board of Officers and SOAR Meeting
- 4.2 The Board of Consultants must conduct a meeting once every two weeks.





**Article VI**  
**Adviser**

**Section 1. Roles:** The adviser of the organization must guide the organization in order to attain its goals. He/She shall be present in all the meetings of SOAR.

**Section 2. Qualifications:** To qualify as an adviser, he/she must be a full-time faculty at the Asia Pacific College.

**Article VII**  
**Sanctions and Offenses**

**Section 1. Alignment with other school policies:** The sanctions and offenses as stated in the bylaws of APC SOAR, SAO and Asia Pacific College shall be followed by the organization.

**Section 2. Determination of the offense made:** The determination of the applicable sanction shall be discussed by the Executive Board and his/her penalties from the organization is separate from the set of penalties of APC SOAR, SAO and Asia Pacific College.

**Article VIII**  
**Implementing Rules and Procedures**

**Section 1. Definition:** The Implementing Rules and Procedures (IRP) is an outline of the internal policies to be adopted by the organization. These policies are decided on by the Executive Board and shall not be in conflict with the organization's Constitution and Bylaws.

**Section 2. Purpose:** The IRP shall enhance the set of rules and regulations to be followed by the organization. The IRP may include specifics on the procedures during activities, penalties to the offender and other such rules that the Executive Board may decide upon.

**Article IX**  
**Resignation & Vacancies**

**SECTION 1: Temporary leave of absence**

- 1.1 There must be substantial reason/s for the request
- 1.2 The request must be typewritten and addressed to the adviser and the executive board. It should state a reasonable length of time (in number of days).



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**SECTION 2: Resignation of the Officer(s)**

- 2.1 Resignation must be in writing and addressed to the SOAR Adviser and President.
- 2.2 The files and documents must be submitted one (1) week before the validity of the officer's resignation.
- 2.3 Resignation shall be in deliberation among the Executive Board of Officers.

**SECTION 3: In terms of a Vacancy in the position**

- 3.1 In case of temporary absence or incapacity of the President, the Vice-President will take over.
- 3.2 If there is any other vacancy, the Executive Board of Officers shall appoint a new officer.

**Article X**  
**Impeachment**

**SECTION 4: Impeachment for officers**

**4.1 The grounds for impeachment**

- 4.1.1 Violation of the constitution
- 4.1.2 Gross negligence of duties
- 4.1.3 Four consecutive absences from the meetings.
- 4.1.4 Misconduct towards fellow members and individuals within and outside the organization

**4.2 Procedure for impeachment**

- 4.2.1 At least four (4) members of the Executive Board of Officers may initiate the impeachment procedure.
- 4.2.2 The adviser shall call for a closed-door meeting where the officer in question may defend himself/herself.
- 4.2.3 The officer shall settle all accounts with SOAR within a week.

**Article XI**  
**Amendments and Revisions**

**SECTION 1: Approval of Amendments will require the following conditions:**

- 1.1 Amendments and Revisions to the Constitution and Bylaws shall be proposed at the Executive Board level at least one (1) week before the scheduled meeting discussing such a matter.
- 1.2 Quorum of the Executive Board of Officers shall be in attendance.
- 1.3 The amendment process of any rules of the organization shall be discussed by the Executive Board
- 1.4 Each member must have one collective vote.



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1.5 Shall be decided on by a majority vote of such officers who have taken part in the meetings and proceedings of the amendment process.

**SECTION 2:** Approved Amendments should be finalized and signed by the members present in the amendment procedures.

**SECTION 3: Revision:** For the revision of the Constitution and By-laws, the advice of the organization adviser and the student activities officer shall be sought upon. After taking into account such advice, the vote of  $\frac{3}{4}$  of the incumbent officers and the majority vote of the members taking part in the meetings and proceedings following the revision process shall determine the decision for the acceptance and/or refusal of the revision.

**Article XII**  
**Implementation**

This constitution and By-Laws shall be implemented starting the term 1 of the academic year 2016-2017.  
And will be ratified at the first term general assembly of the academic year 2016-2017